



Ryan White Planning Council

New Haven & Fairfield Counties

Robert Sideleau & Tom Kidder, Co-Chairs

Ryan White Planning Council Meeting Agenda

February 8th, 2008

Noon to 2 p.m.

Chase Wellness

3rd Floor Conference Room

1071 East Main Street Bridgeport, CT 06608

Phone: (203) 330-2783

1. Moment of Silence
2. Welcome and Introductions
3. Co-Chair Announcements & Meeting Objectives
4. Public Comment
5. Approval of January 11th, 2008 Meeting Summary
6. Planning Council Regular Activity
 - a. *Quality Improvement*
 - b. *Membership/Finance*
 - c. *Strategic Planning and Assessment*
 - i. *By Laws Update, Review*
7. Grantee's Office Report
8. New/Old Business
9. Public Comment (Open to Public)
10. Announcements (Open to Public)
11. Adjournment

*Meetings are open to the public—including representatives from the media and the press.
Public Participants may express their opinions during three segments of the monthly meetings:
during Public Comment Sections and Announcements.*



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Planning Council Meeting Summary FAST FACT PAGE

Meeting Date: Friday, February 8, 2008 from 12:00 noon to 2:00 pm (extended twice to 2:30 p.m.)
Start Time 12:01 pm
End Time: 2:30 pm
Location: Chase Wellness Center in Bridgeport, CT
Presiding Chair: Robert Sideleau
Recorder: Tracy Kulik for Planning Council Staff

Summary of Council Business Votes

- Approval of January 11, 2008 Planning Council Minutes (with revisions)
- Approval of maintaining FY 2008 Priorities for Minority AIDS Initiative (MAI) grant due in March 2008
- Approval to delay meeting (twice) to conclude discussion of re-allocations for MAI grant
- Approval of slight revision to FY 2008 Allocations for MAI grant
 1. Medical Case Management – 53%
 2. Outpatient Ambulatory Medical Care – 28%
 3. Substance Abuse – 10%
 4. Mental Health – 10%

Council Member Assignments

- Attend and participate in Committee meetings to contribute to the completion of mandated Council business.
- Encourage members of the public to attend the Council meeting and all Committee meetings.

Staff Assignments

- Prepare February meeting summary.



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Welcome, Moment of Silence, and Introductions

Co-Chair Tom Kidder called the meeting to order at 12:01 pm. Tom Kidder explained that the Council meeting is open to the public; members of the media or press may attend the meeting and noted that any disclosure of personal information – including HIV status – is voluntary. Tom Kidder asked meeting participants to use good judgment when choosing to share personal information. Tom Kidder led the group in a moment of silence to remember and respect all individuals whose lives have been touched by HIV/AIDS.

Co-Chair Announcements

Tom Kidder made the following Co-Chair announcements:

- Robert Sideleau updated the Planning Council on a conference call with the new Project Officer, Latrece Timmons. Items discussed included:
 - Updating Ms. Timmons about
 - The recent compliance with membership reflectiveness;
 - Efforts to update the By-laws to reflect the recent HIV/AIDS Treatment Modernization Act, reflect new or merged Planning Council Committees and correct minor errors;
 - Quality Improvement activities specific to refining the Primary Medical Care Standard of Care through extensive efforts of the Primary Medical Care work group or ‘pod’.
 - Latrece Timmons notified the Grantee, Planning Council Co-Chairs and Planning Council Staff that Notification Of Grant Award (NOGA) will occur on or before March 1, 2008.

Public Comment

Tom Kidder explained that public comment period is set aside to hear the perspectives and opinions of people who are not Council members. Tom Kidder invited members of the public to share comments with the Council.

Approval of Meeting Summary

Members reviewed the Friday, January 11, 2008 meeting minutes for accuracy. Council members were reminded that they should abstain from voting on the minutes if they were not present during the meeting.

- Robert Sideleau noted that the date on the ‘FAST FACT’ page was stated as ‘2007 vs. 2008’
- For the Quality Improvement Committee report, the narrative trailed off in the first bullet. It should read “The Committee did not meet in December, the next meeting is---“
- On Page 3, under Membership/Finance Committee, there is a space to be deleted in sentence ‘and no term limit’;
- Another space should be deleted in that same committee report in bullet 5 (last bullet) before ‘Next’;
- Exec should be spelled out as ‘Executive’ and PC as Planning Council;
- On page 5 under Announcements, Bullet 3 should read ‘MFAP’s Gay Bingo’ not ‘FAP’s).

- Robert Sideleau motioned to approve the minutes, as revised.
 - Ken Teel seconded the motion.
 - **MOTION #1. Approval of 1/18/08 Planning Council minutes with revisions**
The Council approved the minutes, as revised, by 14-4 with four abstentions. (*Please see attached voting sheet detail for all Planning Council votes*)

Quality Improvement Committee

Ric Browne and Christine Romanik reported for the Quality Improvement (QI) Committee.

The agenda for the January 18th meeting of the Quality Improvement Committee was on accomplishments in 2007 and possible Scope of Work in 2008. HRSA and its HIV/AIDS Bureau issued recommendations for the Quality Improvement function that were reviewed by the Committee. Extensive discussion occurred about one recommendation; formation of interdisciplinary work groups or ‘pods’ to refine issues related to process or system-wide impediments to care delivery. The group reviewed the chronic issues faced by mental health due to inadequate reimbursement, lack of sufficient providers (related to reimbursement, licensure and bilingual mental health professionals, especially psychiatrists), and the tendency for other clinicians to not assess clients for mental health or not to refer them, if assessed due to the problems referenced.



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The next Quality Improvement Committee meeting is scheduled for Friday, February 15, 2008 at Hill Health Center to hear results of the Primary Medical Care pod.

Membership / Finance Committee

Ken Teel reported for the Membership & Finance Committee:

- The Membership Committee has successfully achieved 'reflectiveness' with the epidemic, and will now process any new or extended applications directly to Planning Council (versus through the Executive Committee, a practice employed to resolve this non-compliant area.)
- Ken Teel stated that the Finance portion of this Committee reviewed and discussed expenditures by Service Category with near-total compliance (96%) for Formula funding for FY 2007 with 4th quarter expenditures in Year-To-Date (YTD)—December, 2007. It is anticipated that given delayed receipt of invoices and two (2) remaining months in the Fiscal Year, full expenditure of Formula funds will be achieved. This is critical to allow the TGA to fully access Supplemental or Competitive funds in FY 2008
- Supplemental expenditure is at 79.5% YTD. It is anticipated that a slight portion of these funds will be returned to HRSA.

The next meeting of the Membership/Finance Committee is tentatively scheduled for Thursday, February 28, 2008 but may be rescheduled if NOGA is delayed past that date (due on or before March 1). If delayed, Membership/Finance Committee will convene Monday, March 10, 2008 prior to Executive Committee.

Strategic Planning and Assessment Committee

Leif Mitchell reported for the SPA Committee:

- The SPA committee presented the efforts of their work on revising and updating the By-laws for the Planning Council. Five (5) areas to update this document were addressed. These are:

- 1) Several changes due to new terminology with passage of the Ryan White HIV/AIDS Treatment Modernization Act of 2006
 - a. Title I Office to Ryan White Office
 - b. Title I to Part A
- 2) Slight changes to Membership requirements (e.g. Individuals co-infected with Hepatitis C, Native Americans).
- 3) Clarify name of Planning Council and newly merged committees (i.e. Membership/Finance, SPA)
- 4) Correct errors (i.e. 'Bylaws to By-laws', use of separate HIV and AIDS versus HIV/AIDS)
- 5) New Article 10, Section 2 on how one can obtain a copy of the official by-laws

The next SPA committee meeting is scheduled for Tuesday, February 19, at the VNA in New Haven, CT

Ryan White Office Report (Grantee's Office)

Tom Butcher reported on behalf of the Ryan White Office:

- The Ryan White Office has issued RFPs for Planning Council Support and Quality Improvement (due February 5th). No late applications will be accepted.
 - If review by the Executive Committee is needed, they will be assembled. .
- The Ryan White Office has received and reviewed 4th Quarter Expenditure Reports.
 - Formula expenditures are on-target, with approximately 96% YTD expended.
 - Supplemental has 79.5% expended
- With remaining funds, the Ryan White Office has commissioned development of The Planning Council website; conduct of 'mini'-Needs Assessment of the In Care population and commission of two (2) 'Special Studies' (foreign-born and MSM) to be used in a) the grant application (MAI and formula/supplemental); b) quality improvement efforts and c) planning efforts in conjunction with the SPA committee and the Planning Council. Results will be reported through various Planning Council Committees in the next month (March 2008).
- There is an issue with the upcoming Minority AIDS Initiative (MAI) grant application since it is due March 7th, and Planning Council or appropriate Committees need to approve 'off meeting cycle' maintenance of the Priorities & Allocations set in FY 2007. A comparative table was developed to display the decision under consideration. Columns B & C (FY 2007 Request) show the percentage allocation determined by the SPA Committee during their Priority Setting & Resource Allocation process. Upon grant award in FY 2007, this was scaled down by 40% for MAI to \$273,409 (Columns D & E).



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A	B	C	D	E	F	G
Service Category	FY 2007 Request		FY2007 Final Award		FY 2008 Request	
	Amount	PC %	Amount	PC %	Amount	
Ambulatory Outpatient Care	\$204,294.00	30.04%	\$73,562.00	26.91%	\$84,484.15	28.09%
Medical Case Management	\$352,595.00	51.85%	\$144,658.00	52.91%	\$159,123.32	52.91%
Mental health	\$49,654.00	7.30%	\$22,244.00	8.14%	\$24,468.33	8.14%
Outpatient Substance Abuse	\$59,742.00	8.79%	\$29,703.00	10.86%	\$32,673.20	10.86%
Dental	\$13,551.00	1.99%	\$3,242.00	1.19%		
AIDS Pharmaceutical	\$164.00	0.02%	\$0.00			
Total	\$ 680,000.00		\$273,409.00		\$300,749.00	

(Source: Ryan White Office, 2/8/08)

- **MOTION #2. Maintain FY 2007 Service Category Priorities for MAI.**
 - A motion was made by Leif Mitchell and seconded by Roberta Stewart to maintain the priorities established in FY 2007 through the SPA Committee in their Priority Setting and Resource Allocation process in the same sequence as referenced below.
 - Current Service Category priorities for Minority AIDS Initiative funding are: 1) Outpatient Ambulatory Medical Care 2) Medical Case Management 3) Substance Abuse Treatment 4) Mental Health Services 5) Oral Health Services and 6) Local AIDS Pharmaceutical Assistance.
 - The motion passed unanimously, 20-0, with 1 abstention (Tom Kidder).
- The next motion concerned whether to maintain Resource Allocations as determined in 2007.

Discussion: Initial discussion involved on alternative allocation scenarios, both given passage of Motion 1. Joanne Montgomery discussed the possibility of increasing allocations to Mental Health and Outpatient Substance Abuse to 11-12%, but this discussion was not entertained since it would result in another core service (other than the two excluded—dental and local AIDS pharmaceutical) being decreased. Charlene Lee proposed increasing the percentage allocation to Medical Case Management given increased emphasis by HRSA, demands on the role of Medical Case Managers and reduction in overall funding resulting in escalating workloads.

MOTION #3: A motion was made at 1:55 p.m. by Leif Mitchell and seconded by Roberta Stewart, to extend the meeting end by 15 minutes, from 2 p.m. to 2:15 p.m. The motion passed 18 Yes votes to 1 Abstention (3 individuals had left the meeting by this point—*voting sheet detail in back*).

Sara Nichols moved, with a second by Leif Mitchell, to consider having the February 19th SPA committee meeting fully discuss the Allocations for MAI. Robert Sideleau, Ken Teel and Tom Kidder were not enthusiastic about the precedent this might set, and Tom Butcher stated that this would unduly delay a decision required to allow adequate time to develop the grant application. In addition, the Ryan White Office referenced that the Request For Proposal for the FY 2008 grant application and its unique nature, Year 2 of a non-competitive continuation grant, states that deleting service requests is acceptable but increasing or shifting them is not. Tom Kidder echoed this stance given his experience with non-competing continuation grants (Part C).

MOTION #4: A motion was made by Sara Nichols and seconded by Joanne Montgomery to extend the meeting further from a 2:15 end to 2:30. This motion passed 15 Yes votes to 1 abstention. (now three more or 6 individuals had left the meeting).

The final motion voted on by the Planning Council was moved by Leif Mitchell and seconded by Ken Teel
MOTION #5: Delete allocations for local AIDS pharmaceutical assistance (too small an amount), and Oral Health (alternative funding source since allocations process in SPNS grant). Move remaining amount to #1 Service Category priority, Outpatient Ambulatory Medical Care and round remaining amounts among the other three (3) service categories (Columns F & G).

This motion passed with 15 Yes votes and 1 abstention.



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Old / New Business

Tom Kidder asked if there was any new or old business. Matt Lopes responded that the individual posing the question about carry-over left the meeting, with private response regarding its definition. Frustration was expressed about the inability to get back to this discussion.

- Matt Lopes stated that the supplemental funds from the state have started to be issued, with 20 contracts completed for 23 providers. Funds must be expended by the end of June 2008. Two (2) individuals, one specific to this function and another replacing Starrlese Jones for HOPWS have been hired.

Public Comment

Tom Kidder explained that public comment period is set aside to hear the perspectives and opinions of people who are not Council members. Tom invited members of the public to share comments with the Council.

- Henry Bethea expressed his concerns about focus on mental health in allocations or other services versus housing assistance. Lengthy discussion ensued about the federal government's position on housing assistance as a support service. The primary funding source of HOPWA (Housing Opportunities for Persons with AIDS) is used for actual housing versus Ryan White's role in obtaining housing assistance or advocacy to 'bridge' short-term needs for housing related to primary medical care entry.
- Linda Faye-Wilson
- Asked for a more detailed explanation of carry-over expressed a desire for the formation of a Peoples' Caucus to be part of any future meeting discussions. Thomas Kidder noted room for more ideas (ex = 3 days/month) and Joanne Montgomery reiterated the beneficial cost-savings of condensing monthly meeting schedule.

Announcements

- **Next Meetings:**
 - Friday, February 15th: Quality Improvement at the Hill Health Center, Room 390, 12 noon-2 pm
 - Tuesday, February 19th: SPA at VNA, 12 noon-2 p.m..
 - Thursday, February 28th: TENTATIVE UPON NOTICE OF GRANT AWARD! Membership/Finance
 - Monday, March 10th: Executive Committee
 - Friday, March 14th: next Planning Council meeting
- Joanne Montgomery announced that 20 beds funded by DMHAS (Department of Mental Health and Addiction Services) have been commissioned through Regional Network Programming for co-occurring disorders (Mental Illness and Substance Abuse), to open the 3rd week of March.
- Jerold Geter announced that Nancy Kingwood will be leading the Call to Action for Black AIDS Awareness on Thursday, February 28th, with transportation provided and HIV testing to occur.

Adjournment

Tom Kidder thanked Council members for their work and adjourned the meeting at 2:30 p.m.



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Planning Council Meeting Attendance Record¹

	Council Member	1/11	2/8	3/14	4/18	5/16	6/20	7/18	8/15	9/19	10/17	11/14	12/19
1.	Jose Aquino	○	●										
2.	Carlos Barbier	●	●										
3.	Henry Bethea	●	●										
4.	Ric Browne	●	●										
5.	Charlotte Burch	●	●										
6.	Anthony Crafter	○	○										
7.	Ariel Darius		●										
8.	Brian Datcher	●	●										
9.	Adaline DeMarrais	●	●										
10.	Awilda Gonzalez	●	●										
11.	Jerome Harris	●	●										
12.	Africka Hinds-Ayala	○	●										
13.	Jerod Geter	●	●										
14.	Thomas Kidder	●	●										
15.	Leif Mitchell	●	●										
16.	Joanne Montgomery	●	●										
17.	Sara Nichols	○	●										
18.	James Pitts	○	○										
19.	Christine Romanik	●	●										
20.	Robert Sideleau	●	●										
21.	Roberta Stewart	●	●										
22.	Ken Teel	●	●										
23.	Javier Velez	●	●										
24.	Angie Young	●	●										
	Ryan White Office	●	●										
	Planning Council Staff	●	●										
	Bill Quinn	●	○										
	Matthew Lopes	●	●										
	% of Council present:	86%	92%										

Public: Carolee Paruta, Sandy Gossart-Walker, Clunie Figaro, Charlene Lee, Jose Garcia, Linda Faye-Wilson, Jason,

¹ Note: Council Members must not miss more than four Council meetings per year regardless of reason.



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Planning Council Meeting Voting Record

MOTION #:		1	2	3	4	5
	Council Member	1/11/08 Meeting Minutes Approval	MAI Priorities	DELAY Meeting #1 (2-2:15)	DELAY Meeting #2 (2:15-2:30)	MAI Allocations
		14 Y, 3 A, 5 NP	20 Y, 2 AB	18 Y, 1 AB	15 Y, 1 AB	15 Y, 1 AB
1.	Jose Aquino	NP	Y	NP	NP	NP
2.	Carlos Barbier	NP	Y	NP	NP	NP
3.	Henry Bethea	Y	Y	Y	NP	NP
4.	Ric Browne	Y	Y	Y	Y	Y
5.	Charlotte Burch	Y	Y	Y	NP	NP
6.	Anthony Crafter					
7.	Ariel Darius	NP	Y	Y	NP	NP
8.	Brian Datcher	Y	Y	Y	Y	Y
9.	Adaline DeMarrais	AB	Y	NP	NP	NP
10.	Awilda Gonzalez	Y	Y	Y	Y	Y
11.	Jerome Harris	AB	Y	Y	Y	Y
12.	Africka Hinds-Ayala	NP	Y	Y	Y	Y
13.	Jerod Geter	Y	Y	Y	Y	Y
14.	Thomas Kidder	AB	AB	AB	AB	AB
15.	Leif Mitchell	Y	Y	Y	Y	Y
16.	Joanne Montgomery	Y	Y	Y	Y	Y
17.	Sara Nichols	NP	Y	Y	Y	Y
18.	James Pitts					
19.	Christine Romanik	Y	Y	Y	Y	Y
20.	Robert Sideleau	Y	Y	Y	Y	Y
21.	Roberta Stewart	Y	Y	Y	Y	Y
22.	Ken Teel	Y	Y	Y	Y	Y
23.	Javier Velez	Y	Y	Y	Y	Y
24.	Angie Young	Y	AB	Y	Y	Y

Y= YES N=NO AB=ABSTENTION NP=NOT PRESENT